

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: December 10, 2007

LEAVE ACCOUNTING LETTER #07-017
(Civil Service Only)

TO: All Agencies in the California Leave Accounting System (CLAS)

FROM: Don Scheppmann, Chief
Personnel/Payroll Services Division

RE: **HOLIDAY INFORMAL TIME OFF - CIVIL SERVICE**

Per the Department of Personnel Administration's Personnel Management Liaison Memo #2007-036, Holiday Informal Time Off (HI) hours will be posted for all full-time and part-time employees, with the exception of employees at the:

- Judicial Council of California
- BU 03 at Department of Corrections and Rehabilitation (DJJ/CEA and OCE)
- Department of Education, Special Schools academic teachers

The automated process to update the CLAS Holiday Informal Time Off benefit with Earn (05) transactions will run on December 17, 2007. If an elected official does not approve the Holiday Informal Time Off for their department, please notify the State Controller's Office's Leave Accounting Liaison by December 13, 2007 at (916) 327-0756.

Intermittent employees will not be included in the automated process since the amount of HI hours earned is based on the total number of hours the intermittent employee works during December 2007. Once the agency determines the amount of HI hours due each intermittent employee, post an HI05 transaction using the B50-Leave Benefit Transaction Entry screen.

ADI Departments

For departments that receive a Leave Benefit file each month, a special file containing HI balances will be created on December 24, 2007 and will be available by noon.

If you have any questions regarding this letter, please contact the Leave Accounting Liaison unit at (916) 327-0756.

DS:DK:CLAS